



TOWNSHIP OF NORTH BRUNSWICK

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NORTH BRUNSWICK, NJ 08902

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Website: WWW.NORTHBRUNSWICKONLINE.COM

DATE: October 11, 2012

TO: Municipal Supervisors and Staff

FROM: Robert Lombard, Business Administrator

CC: Mayor and Township Council
Local 108
AFSCME
FMBA
PBA
SOA

RE: **POSITION OPENING ANNOUNCEMENT**

Assessing Aide (Part-Time) Finance Department

Hourly Range: \$10.00 - \$17.00

Work Week: Monday – Friday

Work Week Hours: 20 hrs. (AS ASSIGNED)

Responsibilities:

Under direction, independently conducts physical inspections of properties and buildings in the field; gathers and compiles information to be of use to the Assessor; does related work as required.

Requirements:

One (1) year of experience in the field investigations which shall have included gathering of significant data.

Appointees will be required to possess a driver's license valid in the state of New Jersey.

Interested parties are invited to fill out an employment application and submit it to the Business Administrator's office, second floor, Municipal Complex, **DEADLINE FOR APPLICATIONS WILL BE OCTOBER 25, 2012.**



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

ASSESSING AIDE

DEFINITION

Under direction, independently conducts physical inspections of properties and buildings in the field; gathers and compiles information to be of use to the Assessors; does related work as required.

EXAMPLES OF WORK:

Conducts physical inspections of buildings and properties in the field; visits property owners.

Takes physical measurements of all buildings on property.

Interviews owners getting date of building, type of construction, etc.

In the office, makes reports of each visit so Assessors may evaluate property.

May perform routine clerical work to assess real and personal property.

Records permits for the renovation and construction of buildings.

Prepares records of appeals to county and state tax boards, and checks records for the location of property.

Answers inquiries and provides routine information pertaining to tax records.

Prepares and completes forms.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the field investigations which shall have included gathering of significant data.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the proper procedures involved in gathering factual information and of preparing suitable reports and of maintaining necessary records and files.

Ability to comprehend established rules and regulations.

Ability to interview persons of varying backgrounds.

Ability to use tact and courtesy in making investigations.

Ability to observe significant conditions.

Ability to maintain suitable records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00293@		L	C		N/A	01		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

MER 7/30/2007
